

Kirklees Directorate for Children & Adults

THE FEDERATED GOVERNING BODY OF KIRKROYDS INFANT AND WOOLDALE JUNIOR SCHOOL

Minutes of the meeting of the Governing Body held at 7.30pm at Wooldale Junior School on Tuesday, 18th September 2018.

Present:

Mrs C L Armitage, Mrs V Baldwin, Mrs A Barnes, Dr L Fleming, Mrs G Holden, Mr S Rodgers, Mrs R Starrett, Mrs M White and Mrs C Wood (Head Teacher).

In Attendance:

Miss Lia Heaton (Minute Clerk)
Ms Emma Pescod (Seagraves)

Agenda Item	Discussion and Decisions	Action – who / by
Procedural		
1.	<p><u>Election Of Chair</u></p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) That the Chair be elected for a term of office of one year from the date of election (until 18th September 2019). ii) In the case of a tie, a secret ballot will be held. If this results in a further tie, a toss of a coin would decide between the two candidates. <p>The following nominations had been received prior to the meeting: Miss D Whiteley.</p> <p>No further nominations were made by present or absent governors.</p> <p>RESOLVED: That Miss D Whiteley be elected Chair.</p>	
2.	<p><u>Election Of Vice-Chair</u></p> <p>As the newly elected Chair was absent, it was agreed to take the agenda out of turn to allow a Vice Chair to be elected earlier in the meeting.</p> <p>No nominations has been received from absent Governors.</p> <p>RESOLVED: That the Vice-Chair be elected for a term of office of one year from the date of election (until 18th September 2019).</p> <p>RESOLVED: That Dr L Fleming be elected Vice-Chair.</p>	

<p>3.</p>	<p><u>Apologies for Absence, Consent and Declaration of Interest</u></p> <p>Apologies were received from Cannon J S Robertshaw, Mr S Talbot and Miss D Whiteley (all with consent).</p> <p>Mr S Cressey was absent (without consent).</p> <p>There were no declarations of interest.</p> <p>RESOLVED: Apology and consent to governor absence protocol agreed to be determined on an individual basis with consent granted (or not) depending on the circumstances.</p> <p>RESOLVED: That the NGA Code of Conduct, which Kirklees has adopted was agreed by Governors through the signing of the register. It was noted that the Kirklees model and a previous school version had been combined and put on Kirkroyds and Wooldale headed paper. This was circulated and signed in the meeting.</p> <p>RESOLVED: Governors to update and publish their Declaration of Business Interest Information on the school website. Governors passed their completed Register of Business Information form to the Head Teacher which are to be retained for inspection.</p> <p>ACTION: Absent Governors to return their Register of Business Information form to the Head Teacher, and sign the NGA Code of Conduct register.</p>	<p>Mr S Cressey, Mr S Talbot, Canon JS Robertshaw and Miss D Whiteley</p>						
<p>4.</p>	<p><u>Representation</u></p> <p>RESOLVED: That the following matter of representation be noted:</p> <p><u>Appointment</u></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mrs E Pescod</td> <td>Co-opted</td> <td>18.09.2018</td> </tr> </tbody> </table> <p>Dr Fleming's term of office was also extended by one year (to October 2019).</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs E Pescod	Co-opted	18.09.2018	
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<p>5.</p>	<p><u>Review of Committees</u></p> <p>a) Membership</p> <p>RESOLVED: That those Governors present at the meeting agreed to form the following committees:</p> <table border="1" data-bbox="304 427 1171 1245"> <tr> <td>Curriculum and Standards Committee</td> <td>Mrs C L Armitage Mrs A Barnes Dr L Fleming Mr S Rodgers Mrs C Wood Mrs R Starrett Mrs E Pescod</td> </tr> <tr> <td>Resources Committee (Finance, Staffing, Health and Safety, Grounds and Premises)</td> <td>Mrs C L Armitage Mrs V Baldwin Mrs A Barnes Mrs G Holden Mr S Rodgers Mrs M White Mrs C Wood</td> </tr> <tr> <td>Performance Management Committee</td> <td>Mr S Rodgers</td> </tr> <tr> <td>Staff Dismissal Committee</td> <td>Mr S Rodgers</td> </tr> <tr> <td>Dismissal Appeals Committee</td> <td>Mrs V Baldwin Dr L Fleming</td> </tr> <tr> <td>Complaints/Pupil Discipline Committee</td> <td>To be convened as appropriate</td> </tr> </table> <p>ACTION: Absent Governors to confirm which Committees they wished to be involved in.</p> <p>b) Terms of Reference</p> <p>RESOLVED: That Terms of References be drafted at the first meeting at each Committee and that these drafts be ratified at the next Full Governing Body meeting.</p> <p>ACTION: Include Committee Terms of Reference on next Full Governing Body agenda.</p>	Curriculum and Standards Committee	Mrs C L Armitage Mrs A Barnes Dr L Fleming Mr S Rodgers Mrs C Wood Mrs R Starrett Mrs E Pescod	Resources Committee (Finance, Staffing, Health and Safety, Grounds and Premises)	Mrs C L Armitage Mrs V Baldwin Mrs A Barnes Mrs G Holden Mr S Rodgers Mrs M White Mrs C Wood	Performance Management Committee	Mr S Rodgers	Staff Dismissal Committee	Mr S Rodgers	Dismissal Appeals Committee	Mrs V Baldwin Dr L Fleming	Complaints/Pupil Discipline Committee	To be convened as appropriate	<p>Mr S Cressey, Mr S Talbot, Canon JS Robertshaw and Miss D Whiteley</p> <p>Clerking Service</p>
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<p>6.</p>	<p><u>To appoint Governors with Specific Responsibilities</u></p> <p>RESOLVED: That the following roles were agreed:</p> <table border="1" data-bbox="304 1872 1171 2179"> <thead> <tr> <th>Role</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Special Educational Needs Governor</td> <td>Mrs R Starrett + Mrs E Pescod (TBC)</td> </tr> <tr> <td>Governor Training Contact</td> <td>Mrs V Baldwin</td> </tr> <tr> <td>Governor for Looked After Children</td> <td>Dr L Fleming</td> </tr> <tr> <td>Child Protection Governor</td> <td>Dr L Fleming</td> </tr> <tr> <td>Early Years Governor</td> <td>Mrs G Holden</td> </tr> </tbody> </table>	Role	Governor	Special Educational Needs Governor	Mrs R Starrett + Mrs E Pescod (TBC)	Governor Training Contact	Mrs V Baldwin	Governor for Looked After Children	Dr L Fleming	Child Protection Governor	Dr L Fleming	Early Years Governor	Mrs G Holden	
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	<p>ACTION: That another person be selected to work alongside Mrs R Starrett as Special Educational Needs Governor to mitigate any potential conflicts of interest.</p> <p>Q: What training is available for new Governors? A: The school has training available as part of the Kirklees GLAD package it subscribes to. New Governors should receive information on available training including Induction Training.</p>											
7.	<p><u>Chairs Delegated Powers</u></p> <p>RESOLVED: That the Chair’s delegated powers include:</p> <ul style="list-style-type: none"> i) Change the date of a scheduled meeting, for good reason. ii) Grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governor’s meeting. iii) Determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School. 											
8.	<p><u>Delegation of Financial Powers to the Head Teacher</u></p> <p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> i) Planning and conducting the affairs of the school to remain solvent. ii) Establishing the proper financial management arrangements and accounting procedures, which comply with the Local Authority’s financial regulations and standing orders, and maintaining a sound system of internal controls. iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding. iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it. 											

	<p>RESOLVED/ACTION FOR RESOURCE COMMITTEE: That financial limits of the delegated authority for the Head Teacher to be agreed in the Resource Committee Terms of Reference. To be included as an agenda item for this Committee.</p>	<p>Clerking Service</p>
<p>9.</p>	<p><u>Notification of items to be brought up under Any Other Business</u></p> <ul style="list-style-type: none"> (i) Update Governor contact details (list circulated during the meeting) (ii) Update Governor profiles/introductions on website. ACTION: Governors to send their updated profile details for the website to the school office at Wooldale. A reminder will be sent to Governors from the school office (iii) Additional revenue streams for the school (iv) Headteacher recruitment selection panel 	<p>ALL/School Office</p>
<p>10.</p>	<p><u>Minutes Of The Meeting Held On 15th May 2018</u></p> <p>RESOLVED: The minutes of the meeting were approved and signed by the Chair as a correct account of the meetings proceedings subject to the following amendments:</p> <p>Page 181; Remove Mrs G Holden from 'Present' as she had sent her apologies (correctly recorded in Item 591)</p> <p>Page 181; In 'Present' section amend 'Mr S Rogers' to Rodgers</p>	
<p>11.</p>	<p><u>Matters Arising from the meeting held on 15th May 2018</u></p> <p>Item 594 Headteacher Recruitment refers; The following actions were not yet completed and the Chair advised these were rolled forward with a degree of urgency:</p> <p>ACTION: Selection panel to continue discussions with the Head Teacher and senior leadership team to finalise arrangements and in due course formally agree the contract extension.</p> <p>ACTION: New delegations of responsibilities and clear leadership roles to be formalised prior to the interim arrangements.</p> <p>ACTION: To request a new timeframe for recruitment from Beverley Richards to assume a new Head Teacher be in post for Easter 2019 (to be discussed further in AOB).</p>	<p>Head Teacher and Selection Panel</p> <p>Head Teacher, AB, LA</p> <p>LF</p>

	<p>Item 601 SIFF reading project refers; Mrs A Barnes reported that the accelerated reading project had now finally commenced after a long delay from the LA. Due to the delay this project would span 2 rather than 4 terms.</p> <p>Q: Are there any costs to the school from this? A: No as it has been funded</p> <p>Q: Is there still value in the project despite its shortened period? A: Yes it will still assist with Year 6 reading</p> <p>Q: Is data being collected to evidence any success? A: Yes, there is a diagnostic tool</p> <p>Item 601 Note of Governor Visit Template refers; This had been circulated. ACTION: To make the template available to download on the website for Governors</p> <p>ACTION: Item 611 Safeguarding Governor still to meet with Mrs CL Armitage and Mrs A Barnes as new DSL's and to view the SCR.</p>	<p>Head Teacher</p> <p>LF, LA, AB</p>															
<p>12.</p>	<p><u>Dates of Future Meetings and Possible Agenda Items</u></p> <p>RESOLVED: That the following dates be noted for future meetings:</p> <table border="1" data-bbox="304 1234 1171 2085"> <thead> <tr> <th>Meeting</th> <th>Date/Time</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Standards and Curriculum Committee</td> <td>Wednesday 26th September 2018 at 7pm</td> <td>Kirkroyds Infant School</td> </tr> <tr> <td>External Review of Governance</td> <td>Wednesday 3rd October 2018 7pm to 9pm</td> <td>Wooldale Junior School</td> </tr> <tr> <td>Resources Committee (Agenda to include GDPR: -Privacy Notices - Data Protection Policy - Data Protection Action Plan)</td> <td>Tuesday 9th October 2018 7pm</td> <td>The Bungalow at Wooldale Junior School</td> </tr> <tr> <td>Full Governing Body (Agenda to include SLT Report and School Business)</td> <td>Thursday 22nd November 2018 at 7pm</td> <td>Wooldale Junior School</td> </tr> </tbody> </table>	Meeting	Date/Time	Location	Standards and Curriculum Committee	Wednesday 26 th September 2018 at 7pm	Kirkroyds Infant School	External Review of Governance	Wednesday 3 rd October 2018 7pm to 9pm	Wooldale Junior School	Resources Committee (Agenda to include GDPR: -Privacy Notices - Data Protection Policy - Data Protection Action Plan)	Tuesday 9 th October 2018 7pm	The Bungalow at Wooldale Junior School	Full Governing Body (Agenda to include SLT Report and School Business)	Thursday 22 nd November 2018 at 7pm	Wooldale Junior School	
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	Standards and Curriculum Committee (Agenda to include ASP)	Wednesday 28 th November 2018 at 7pm	Wooldale Junior School	Clerking Service
<p>ACTION: If possible, Governors would prefer to be paperless and receive agendas, minutes and reports electronically. It was also preferred that meeting actions were circulated sooner than with the agenda/minutes for the next meeting</p>				
School Improvement				
13.	<p><u>School data – including data tutorial</u> <u>Kirkroyds</u></p> <p>Data from Perspective Lite was circulated to the group. Headlines included:</p> <ul style="list-style-type: none"> • EYFSP (Early Years Foundation Stage Profile) good level of development results are up on last year but slightly below Kirklees and national average • EYFSP average total points score in line with Kirklees and national average • Year 1 Phonics results down on last year and below Kirklees and national averages • Year 2 Phonics similar to year one but to a lesser extent • Year 2 showing good improvements on last year at reading, and above both Kirklees and national averages. These results were based in SATs, teacher assessments, PUMA and PIRA scores • Year 2 reading at greater depth showed fantastic scores – up a massive 37.8% year on year and almost double Kirklees and national averages. Lots of invested time to practise paid off in this area • Year 2 writing also showed great figures, up on last year and beating Kirklees and national averages • Year 2 writing at greater depth was disappointing with no children quite making it in this area meaning the results were well below Kirklees and national averages. Focus was on this area with Kirklees Learning Partner support • Year 2 maths results were down on last year but still well above Kirklees and national averages • Year 2 maths at greater depth was another great highlight from the results with a huge improvement on last year and way ahead of Kirklees and national averages. Lots of children achieved full marks 			

- Year 2 science was down on last year but still way ahead of Kirklees and national averages
- Further focus was on science working at greater depth and writing at greater depth

Wooldale

Data from Perspective Lite was circulated to the group.

Some very positive results with year lots of improvements year on year. Still lots of room for improvement as only just now in line with Kirklees and national average. Compared to previous years improvements are good and on an upward trend.

Headlines included:

- Reading above standard was a massive increase on last year and now above Kirklees and national average. Difficulties experienced with reading results is that not as many children are reading at home and incentives to encourage children to read can be challenging

Q: Is there evidence that the OFSTED action plan has contributed to the results?

A: Whilst the work being done is similar than pre-OFSTED visit, the action plan has now focused teaching and monitoring which has contributed to the success. Providing extra support for those not receiving it at home has also been key.

- Reading high attainers also showed very positive results with growth year on year and beating Kirklees and national average
- Writing at standard showed a huge year on year improvement which brought the school in line with Kirklees and national averages where last year was severely behind
- Maths also showed positive results especially in regards to progress

Q: Whilst there are some good results there are still some need for improvements such as in reading and writing progress scores, what is being done about these?

A: There is a strong focus on reading and writing

Q: When will we have a clear picture of positive change from this work?

A: The first SATs paper, completed by Year 6 in September will provide baseline figures and

	<p>predictions. This can be linked back to FFT50 and identify which children should make the required progress. Often cohort specific issues can affect results (EAL/non attendees/Pupil Premium). The school is learning to be more effective in targeted teaching and progress remains key.</p>	
<p>14.</p>	<p><u>Reports from Committees</u></p> <p>(i) Draft minutes of the Finance & Staffing Committee held on 3rd July 2018</p> <p>These minutes had been pre-distributed for Governors. It was noted that the Debt Policy was being reviewed by the Head Teacher as an action from this meeting. This would be taken to the next Resource Committee meeting prior to sign off by Governors.</p> <p>(ii) Draft minutes of the Standards and Curriculum Committee held on 26th June 2018</p> <p>These minutes had been pre-distributed for Governors.</p> <p>(iii) Draft minutes of the Health and Safety Committee held on 4th June 2018.</p> <p>These minutes had been pre-distributed for Governors.</p>	
<p>15.</p>	<p><u>School to School Support</u></p> <p>Information had been pre-circulated by the Head Teacher to provide an overview of recent meetings. TRIAD meetings had re-commenced. Good relationships had been formed with Netherthong and Hinchcliffe Mill. Discussions had included performance management appraisal targets for 2018/19, success criteria and timeframes for monitoring. Validation of judgement within the school to school support had been requested for Kirkroyds (including book scrutiny, etc). The schools were all supporting each other.</p> <p>ACTION: To provide a brief set of minutes from each School to School meeting for Governors</p>	<p>Head Teacher</p>
<p>16.</p>	<p><u>Governor Training and Governor Visits</u></p> <p>Dr L Fleming reported she had made visits to the school to speak about data with Mrs C L Armitage and Mrs A Barnes.</p> <p>ACTION: Further meeting with Dr L Fleming and Mrs A Barnes required for Excel reporting.</p>	<p>LF/AB</p>

	<p>Mrs V Baldwin reported that she had also made visits in relation to the OFSTED Action Plan (as a Linked Governor) and for a book review.</p> <p>The Head Teacher reported that the School Development Plan (SDP) would be circulated soon and Linked Governors were required to support the monitoring of school improvement priorities.</p>	
Governing Body Matters and Statutory Responsibilities		
17.	<p><u>Financial Management and Monitoring</u></p> <p>The Head Teacher confirmed the School Fund had been audited but the certificate had not yet been circulated to Governors.</p> <p>ACTION: To defer agenda item to the next Full Governing Body meeting and distribute the School Fund Audit report to Governors prior to this meeting.</p>	Head Teacher/Clerking Service
18.	<p><u>Teacher Appraisal Policy & Teacher Pay Policy</u></p> <p>There is a requirement for every Governing Body to review these policies annually.</p> <p>The Kirklees Model Policies are currently being reviewed, once reviewed they will need to be consulted on prior to implementation. Once available, these will be available on OneHub.</p> <p>The Head Teacher reported that the Support Staff Appraisal Policy was due to be updated. This is an optional policy previously agreed in 2016.</p> <p>RESOLVED: Governors ratified the updated policy.</p> <p>ACTION: That the Head Teacher's Appraisal be reviewed in time for the new Head Teacher</p>	Performance Management Committee
19.	<p><u>Policies for Review by Full Governing Body</u></p> <p>Whistleblowing Policy.</p> <p>RESOLVED: That the Whistleblowing policy was approved.</p>	
20.	<p><u>Consultation on Admission Arrangements for 2020/21</u></p> <p>i) ACTION: To defer this agenda item to the next Full Governing Body meeting as the contents of the report were not available until 1st November 2018.</p>	Clerking Service

	<p>ii) The Head Teacher confirmed their PAN (Published Admission Number) was 60 for both schools.</p>	
21.	<p><u>GPDR</u></p> <p>Prior to the meeting, Governors had been provided with GDPR training.</p> <p>Staff had been updated about data protection procedures on 3rd, 5th and 6th September 2018.</p> <p>ACTION: To include GDPR as a standing item on the Resources Committee. Full Governing Body to be updated from this Committee.</p>	<p>Clerking Service</p>
22.	<p><u>Safeguarding – verbal update</u></p> <p>The Head Teacher provided an overview and figures for both Kirkroyds Infant School and Wooldale Junior School to Governors.</p>	
23.	<p><u>Any Other Business</u></p> <p>(i) Update Governor contact details – completed during the meeting</p> <p>(ii) Update Governor profiles/introductions on website – action previously agreed</p> <p>(iii) Additional revenue streams for the school RESOLVED: That Mr S Rodgers approach 2 selected companies to discuss opportunities of renting out the school premises for the purpose of generating additional income. ACTION: Report back to Full Governing Body investigations into renting out school premises for additional income</p> <p>(iv) Headteacher recruitment selection panel – Dr L Fleming reported that this panel was being reconvened. Q: When would this re-commence? A: A schedule of dates would be prepared and it was anticipated that interviews would be pre-Christmas. ACTION: Head Teacher recruitment schedule to be distributed to Governors RESOLVED: That the panel had devolved responsibility to continue with the recruitment</p>	<p>Mr S Rodgers</p> <p>Dr L Fleming</p>

	process for a new Head Teacher. Kirklees Learning Partner would remain involved.	
24.	<p><u>Agenda, Minutes and Related Papers – School Copy</u></p> <p>RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The meeting closed at 9.15pm.

ACTION LOG:

Number	Action	By Whom
1	Absent Governors to return their Register of Business Information form to the Head Teacher, and sign the NGA Code of Conduct register	Mr S Cressey, Mr S Talbot, Canon JS Robertshaw and Miss D Whiteley
2	Absent Governors to confirm which Committees they wished to be involved in	Mr S Cressey, Mr S Talbot, Canon JS Robertshaw and Miss D Whiteley
3	Include Committee Terms of Reference on next Full Governing Body agenda	Clerking Service
4	That another person be selected to work alongside Mrs R Starrett as Special Educational Needs Governor to mitigate any potential conflicts of interest	All <i>Mrs Pescod expressed an interest in this role – to be confirmed at the next meeting.</i>
5	Financial limits of the delegated authority for the Head Teacher to be agreed in the Resource Committee Terms of Reference (to be added as an agenda item)	Clerking Service
6	Governors to send their updated profile details for the website to the school office at Wooldale. A reminder will be sent to Governors from the school office	All/School office
7	Selection panel to continue discussions with the Head Teacher and senior leadership team to finalise arrangements and in due course formally agree the contract extension.	Head Teacher and Selection Panel

8	New delegations of responsibilities and clear leadership roles to be formalised prior to the Head Teacher interim arrangements	Head Teacher, AB, LA
9	To request a new timeframe for recruitment from Beverley Richards to assume a new Head Teacher be in post for Easter 2019	LF
10	To make the Note of Visit template available to download on the website for Governors	Head Teacher
11	Safeguarding Governor still to meet with Mrs CL Armitage and Mrs A Barnes as new DSL's	LF, LA, AB
12	If possible, Governors would prefer to be paperless and receive agendas, minutes and reports electronically. It was also preferred that meeting actions were circulated sooner than with the agenda/minutes for the next meeting	Clerking Service
13	To provide a brief set of minutes from each School to School meeting for Governors	Head Teacher
14	Further meeting with Dr L Fleming and Mrs A Barnes required for Excel reporting	Dr L Fleming / Mrs A Barnes
15	To defer agenda item 'Financial Management and Monitoring' to the next Full Governing Body meeting and distribute the School Fund Audit report to Governors prior to this meeting	Head Teacher and Clerking Service
16	That the Head Teacher's Appraisal be reviewed in time for the new Head Teacher	Performance Management Committee
17	To defer agenda item 'Consultation on Admission Arrangements for 2020/21' to the next Full Governing Body meeting as the contents of the report were not available until 1 st November 2018	Clerking Service
18	To include GDPR as a standing item on the Resources Committee. Full Governing Body to be updated from this Committee	Clerking Service
19	Report back to Full Governing Body investigations into renting out school premises for additional income	Mr S Rodgers
20	Head Teacher recruitment schedule to be distributed to Governors	Dr L Fleming